



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

# REGULATION OF FIRMS BULLETIN: PERMIT TO PRACTICE NUMBER USAGE

DATE OF BULLETIN	September 28, 2021
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## BULLETIN

Effective October 1, 2021, all firms that engage in the practice of professional engineering or geoscience are required to have a Permit to Practice issued by Engineers and Geoscientists BC.

All firms issued a permit will receive a seven-digit permit number that provides proof of registration with Engineers and Geoscientists BC. Beginning October 1, 2021, this number must be applied to all authenticated documents issued on behalf of the firm. **Authenticated documents lacking a Permit to Practice number do not meet the requirements of [Bylaw 7.3.7\(14\)](#) and may be rejected by the receiving party.**

Engineers and Geoscientists BC does not supply nor sell any stamps associated with permit numbers.

### Applying a Permit Number

The permit number may only be applied to a document by:

1. a Responsible Registrant of the firm; or
2. a professional registrant employed by or under contract with the firm who has been authorized to apply the permit number by a Responsible Registrant of the firm. These authorizations must be contained in documented policies and procedures.

### Documenting Permit Number Usage: Policies and Procedures

After receiving their permit, firms have 12 months to document the required policies and procedures in a Professional Practice Management Plan (PPMP). Prior to this time, firms can implement interim policies and procedures which will later be incorporated into or superseded by the PPMP.

With respect to the Permit to Practice number, the PPMP and any interim policies or procedures should address:

1. **Who is authorized to apply the permit number.** Depending on the size, complexity and business of the firm, it may make sense for only the Responsible Registrant(s) to apply the

permit number, or for other registrants to be authorized to apply the permit number to any document they authenticate.

2. **When the permit number should be applied.** Firms must apply the permit number to all authenticated documents as per the Bylaw requirement. Firms may also choose to apply the permit number to other identified categories of documents that do not require authentication (e.g., documents originating in a specific office, department, or area of practice).
3. **How the permit number should be applied.** A permit number may be applied by type, handwriting, electronic means, rubber stamp or any other method that results in a visible and legible permit number on the document. The permit number may be prepopulated on template documents (e.g., in title blocks or in the block where a registrant will apply their individual seal) if the Responsible Registrant(s) or authorized registrants control or have final approval of the template documents.

When developing the PPMP or interim policies and procedures, Responsible Registrants should review section 7.3.7 of the [Bylaws, Standard for Issuance of Manual Seal and Authenticating Documents](#), and the text of the Responsible Registrant Declaration at Schedule D of the [Bylaws](#).

Engineers and Geoscientists BC is currently developing a Practice Advisory, *Permit to Practice Requirements for Letters of Assurance*, which will be published on our website once complete.

**The core requirement, effective October 1, 2021, is that firms must apply their permit number to all authenticated documents. Authenticated documents lacking a permit number do not meet the requirements of Bylaw 7.3.7(14) and may be rejected by the receiving party.**

## ABOUT REGULATION OF FIRMS BULLETINS

These bulletins are intended to address emergent or novel topics in a timely manner. Each bulletin provides Engineers and Geoscientists BC's interpretation of how registrants and firms should approach the topic. The contents of the bulletins will be incorporated into broader Regulation of Firms guidance documents as those documents are revised.